

## **COURT ANALYST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Court Analyst position exists is to perform a wide variety of professional accounting and financial work of a technical nature including: controlling and processing the Court's automated financial systems, data collection, process coordination, and preparation of the biannual budget. Exercises frequent independent judgment about assigned duties. Assists in better delivery of services and continually improved services to the citizens. Work is performed under general supervision of the Court Administrator.

### **ESSENTIAL FUNCTIONS:**

Prepares monthly financial reports; prepares quarterly and annual Supreme Court financial reports; prepares Supreme Court Minimum Accounting Standards reports. Prepares and maintains a variety of management reports using financial system software report generators. Reviews reports for highest level of quality and relevance.

Designs and conducts user training for financial systems, tailoring such training to the specific needs of the user. Automates manual functions using a variety of computer software products that include 4<sup>th</sup> generation languages.

Acts as the Court budget liaison. Prepares the budget and recommendations for and implementation of budget policies and procedures. Tracks budget compliance and prepares forecasts. Assigns budget codes and approves purchase requests. Oversees the tax intercept program.

Evaluates and establishes internal financial controls for approval by the Presiding Judge; acts as internal financial auditor. Continuously refines and updates court performance measures. Maintains and reconciles general ledger; prepares daily deposits; reviews and approves all refunds; maintains and reconciles all bond accounts; processes NSF checks and researches postal returns.

Supports other staff members and is a team player by helping other personnel accomplish goals. Provides superior customer service for both internal and external customers. Assists with the preparation for and is primary liaison of any audits, internal or external.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

##### Knowledge of:

Principles and practices of minimum accounting standards

Policies and practices of the judicial system and/or municipal court systems

Laws and ordinances relating to Municipal Court accounting

Thorough knowledge of fund accounting, accounts payable, accounts receivable, report preparation and general ledger systems.

Working knowledge of government budget practices.

##### Ability to:

Analyze procedures and determine impact of accounting policies and standards

Assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time

Logically analyze complex work flow and resource allocations problems and develop satisfactory solutions

Establish and maintain effective relationships with other City departments, subordinate personnel, public officials, and the general public.

## **QUALIFICATIONS**

A Bachelor's degree in Accounting or related field plus two to four years experience in accounting and budgeting with preference for court accounting experience. Certification as a public accountant is preferred. Must have a thorough knowledge of fund accounting. Auditing experience is a plus. Experience with Microsoft Office Professional 97, including Word, Excel, Access and PowerPoint. Seagate Crystal Report Writer experience preferred.

FLSA Status: Exempt

HR Ordinance: Unclassified